JOB VACANCY

OVERVIEW

The Jiyan Foundation for Human Rights is seeking applicants for the position of PR officer at our location in Erbil, Kurdistan-Iraq.

Position: PR Officer  
Status: full-time employee (40h/week, 5 days)  
Based: Erbil, Kurdistan-Iraq  
Reports to: Local Director  
Required degree: Bachelor or higher  
Required experience: No less than three years practice, including in court

KEY RESPONSIBILITIES AND DUTIES

1. Develop and implement PR strategy in order to introduce the organization to a wider public, shape policy debates and influence decision-makers in Iraq and Kurdistan-Iraq. Legal advice of the Jiyan Foundation on issues related to victims’ rights.
2. Establish and maintain regular contacts and effective working relationships with local and potentially international media, governmental authorities, civil society organizations, regional institutions, and international agencies.
3. Regular attendance of external workshops, conferences, briefings and other meetings of relevant civil society networks, committees and working groups.
4. Research, writing and publishing of press releases and articles for local and/or international newspapers, magazines or online publications.
5. Organization of PR events such as press visits to the centers, press conferences, open days or exhibitions, public events, campaigns, advertisement, awareness raising and fundraising activities etc.
6. Monthly documentation of media coverage for and regular meetings with management staff.
7. Assistance of management staff in writing and publishing the annual report and in maintaining the website of the organization as well as social media channels.
8. Preparation of information material such as brochures, leaflets, or videos on human rights issues and the work of the Jiyan Foundation.
9. Upon request, assist in preparing, managing and monitoring project budgets relating to media issues.
10. Upon request, provide policy and advocacy training and support to in-country staff or partners (e.g. training of project staff in interview techniques with local media).
11. Monthly documentation of all activities.
12. Regular active participation in staff-to-staff trainings, language trainings, as well as seminars with external trainers

13. Work in an interdisciplinary team, cooperation with other staff members, centers and external partners

**REQUIREMENTS**

1. Fluent in Kurdish, Arabic, and English
2. Completed bachelor’s degree or higher
3. Experience in working with national and international media organisations
4. Experience in writing press releases and social media content
5. Experience in using photography and video recording equipment
6. Very good organizational skills, experience in planning and managing events
7. Very good computer skills, especially in Adobe Photoshop, Illustrator, InDesign or similar software
8. Regular self-study and use of the library
9. Ability to work in an interdisciplinary team, cooperation with other staff members, centers and external partners
10. Active interest in promoting human rights and social justice; awareness of current events both nationally and internationally

**PERKS AND BENEFITS**

1. Participation in staff-to-staff trainings, language trainings, as well as seminars with external trainers
2. Access to special library with large collection of literature on human rights, torture, mental and physical health etc. for self-study
3. Paid holidays (24 days for full-time position) plus 15 statutory holidays. Additional paid holidays, especially on the occasion of religious festivals, may be agree upon
4. Voluntary pension scheme with employer contributions

**HOW TO APPLY**

Please submit a cover letter and curriculum vitae to jobs@jiyan-foundation.org. Please use "PR Officer" as the subject of your email.

**EQUAL OPPORTUNITY**

The Jiyan Foundation is an equal opportunity employer.